

Summer Transportation Institute
Intermodal Advisory Board Meeting Minutes
April 17, 2008

Attendees: Susan Gallagher, Scott Keller, Danielle Reagor (teleconference), Sue Sillick (teleconference), Lloyd Rue (teleconference), Ahmed Al-Kaisy (teleconference), Kris Christensen (teleconference)

1. Overview

Susan Gallagher provided a brief overview of the STI's national goal of developing a diverse workforce for the transportation industry. She then reviewed the planned 2008 program. The program will run from June 15 to June 27, 2008 and activities will be based on last year's successful program.

2. Action Items completed to date:

- Contract signed with MDT for funding.
- 250 letters/applications/brochures/posters sent out to Montana schools and education program coordinators (Talent Search, Indian Education offices, tribal schools). Application deadline set for April 30.
- STI website completed with updated photos, information, and application materials.
www.wti.montana.edu/Education/SummerTransportationInstitute.aspx
- Job openings for RAs and TA posted. Program Coordinator and male RA from 2007 will be returning to posts. A new Teaching Assistant and female RA have now been hired.
- Contract completed with MSU Conference Services (includes meal plan, dorm room reservations, MSU OneCards).
- Group coverage organized for program through American Life Insurance.
- Beginning preparation of preliminary curriculum/schedule.

3. Discussion

Recruitment

- Expected recruitment issues were discussed. Danielle forwarded announcement to MT – ITE chapter listserv and Terry Smith has sent information to ITE officers outside of Montana. Scott Keller will put item in MDT newsletter. Susan will forward by email school call lists to IAB members who agreed to follow-up with school counselors in their areas.
- Funding timelines and issues related to recruitment/fundraising were raised. Several opportunities to recruit at reservation schools were missed this year because funding was not allocated in time. Sue and Lloyd agreed that recruitment for 2009 program could begin before funding contract for '09 in place as long as applicants were aware the program would be offered pending funding approval.

Activities

- Scott Keller will work on coordinating a tour of MDT HQ for the 2008 group. The date will be Friday, June 20. Susan will coordinate with David Kack to plan an airport tour as was done last year.
- There was general agreement that the Transportation Career Panel was a useful activity last year. Lloyd, Danielle, and Scott were tentatively available to participate. Danielle will be out June 19-20, so a more suitable date will be arranged. Scott will organize the MDT Design Unit picnic for the same day.
- The Gallatin Canyon project was mentioned as a potentially interesting field trip as it involves blasting and highway widening. However, the work may not begin by the STI dates. Scott will check with project managers about potential summer construction projects to tour.

Administrative

- For the 2009 implementation plan, it was suggested that Project Director tasks be broken down for pre and post STI, with a specific timeframe for each task. This may help avoid the Project Director salary allocation issues of this year. The evening program will also be outlined in more detail with better justification of activities.
- All invoices should be sent from OSP directly to Sue Sillick for processing.
- Susan will email the existing program evaluation questions to the IAB for feedback. Ahmed asked about evaluation of other STI programs and of the program overall. Susan will check with FHWA about their current assessment strategies.

Partnership

- The ITE Montana Chapter agreed to pay \$100-150 to the STI for participant travel stipends (or other legitimate program expenses).
- Lloyd suggested making the STI an agenda item during the business meeting at the Joint Engineers Conference. Participant organizations may be willing to sponsor the STI by allocating their conference fee distributions to the STI program.
- Danielle also mentioned the Spring Engineering Festival at MSU. Presentations on the STI could be made at the ITE and ASCE chapter meetings.